

**U.S. Department of Energy**  
**Washington, D.C.**

**ORDER**

**DOE 1331.1B**

12-22-86

**SUBJECT: PROCUREMENT AND ASSISTANCE DATA SYSTEM**

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1. PURPOSE. To establish the responsibilities and requirements for reporting data to the Department of Energy (DOE) Procurement and Assistance Data System (PADS) and procedures for interfaces with the system.
2. CANCELLATION. DOE 1331.1A, PROCUREMENT AND ASSISTANCE DATA SYSTEM, of 3-7-83.
3. REFERENCES.
  - a. DOE DN-04-20-R, "Procurement and Assistance Data System (PADS) System Reference Manual," of 7-86, which contains detailed instructions for using the system.
  - b. DOE MA-0043, "PADS Standard Reports Manual," of 7-84, which contains detailed description of reports currently available from PADS.
  - c. DOE MA-021 9/2, "Handbook for Preparation of the Individual Procurement Action Report," of 4-86, which contains instructions for completing DOE F 4200.40, "Individual Procurement Action Report" (IPAR).
4. DEFINITIONS.
  - a. Initiating Office. Organization which authorizes DOE F 4200.33, Procurement Request-Authorization (PR) forms.
  - b. Awarding Office. Organization which makes procurement and financial assistance awards.
  - c. Head of Contracting Activity. Official who has the overall responsibility for managing contracting activity. (See Federal Acquisition Regulation 2.1, and Department of Energy Acquisition Regulation 902.1.)
  - d. Contracting Officer. Individual with the authority to enter into, administer, and/or terminate procurement and financial assistance awards.

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DISTRIBUTION:  
All Departmental Elements

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INITIATED BY:  
Procurement and Assistance  
Management Directorate

5. BACKGROUND.

- a. The PADS is a computerized data collection system maintained to track and report DOE procurement and financial assistance actions. The system stores information which is used to provide data for:
  - (1) Functional Management. Overview of Departmental procurement and financial assistance actions, multiple categories of awards or anticipated awards, trend data, and other management information.
  - (2) Line Management. Day-to-day monitoring of procurement and financial assistance processes, awards, and administration.
  - (3) Federal Agencies. Submission of required recurring reports to the Office of Management and Budget, General Services Administration, Department of Commerce, and Small Business Administration.
- b. The system tracks procurement and financial assistance actions from initiation and award through retirement, and contains data on awards/obligations of funds by the Department.

6. RESPONSIBILITIES AND AUTHORITIES.

- a. Assistant Secretary, Management and Administration, through the:
  - (1) Director of Administration shall:
    - (a) Provide computer and telecommunication services for the system.
    - (b) Design and provide software maintenance for the system in accordance with changing requirements defined by the Director of Procurement and Assistance Management.
  - (2) Director of Procurement and Assistance Management shall:
    - (a) Establish and define system requirements and modify the system to meet changing requirements in accordance with established Departmental computer software management policy and procedures.
    - (b) Monitor the system operation and resolve problems encountered.
    - (c) Provide reports to Heads of Departmental Elements and to line and staff organizations as required.
    - (d) Respond to ad hoc requests for data.



- (e) Develop, maintain, and distribute documentation and instructions for the preparation and submission of input and retrieval of data.
  - (f) Train DOE personnel and DOE-sponsored personnel to prepare data input and to retrieve data from the system.
  - (9) Authorize access to the data base.
- (3) Controller shall provide the Procurement Management Systems and Analysis Division with financial data as required for comparison with PADS data.
- b. Initiating Offices shall submit completed PRs (DOE F 4200.33) for procurement and financial assistance transactions to an awarding office.
- c. Contracting Officers shall complete the IPAR (in accordance with DEAR 904.601).
- d. Awarding Offices shall enter data from the IPAR to PADS, within 5 working days after the action date, on the receipt/acceptance of PRs and award/modification of procurement and financial assistance actions.
- e. Heads of Contracting Activities shall ensure that awarding offices under their Jurisdiction Institute proper procedures to comply with this Order.

## 7. REPORTING REQUIREMENTS AND PROCEDURES.

- a. Data shall be submitted on the following:
  - (1) All procurement transactions where the total contract value is greater than \$25,000 and all financial assistance transactions are required to be reported on an individual transaction basis to PADS within 5 working days of the award date. These include purchase of fee or easement interests and leases of land and buildings.
  - (2) Procurement transactions with a total contract value of \$25,000 or less which are: (a) purchase orders; (b) delivery orders; or (c) blanket purchase agreements are reportable in summary form on a fiscal year quarter basis (on the SF 281, "Summary of Contract Actions of \$10,000 or Less") or in individual transactions. Each awarding office must determine which reporting method it chooses to use for all actions in these categories.
  - (3) Procurement transactions with total contract values of \$25,000 or less which do not fall into one of the three categories in 7a(2) above must be reported on an individual basis to PADS.

- b. All data shall be submitted timely and accurately in order to:
  - (1) Meet data requirements of Departmental officials, other Federal agencies, the financial Procurement Data System and the Federal Assistance Award Data System.
  - (2) Respond to requests for information originating from Congress, and the public and private sectors.
- c. Initiating offices shall submit PRs to awarding offices which shall develop internal procedures for submitting data into PADS in the format prescribed in the "Procurement and Assistance Data System Reference Manual."
- d. Any procedures involving an automated interface with PADS should be coordinated with the Procurement Management Systems and Analysis Division.
- e. Details for the required data input and for extracting desired reports and information are contained in the "PADS System Reference Manual" and the "PADS Standard Reports Manual."

BY ORDER OF THE SECRETARY OF ENERGY:



HARRY L. PEEBLES  
Director of Administration